

**Final Draft\***  
**Regional Innovation Council Charter**  
**May 7, 2003**

\* Subject to Council evaluation and revision on or around August 7, 2003.

**Goal:** The goal of the RIC is to see positive impact on Region 10's ability to protect human health and safeguard the environment (e.g., faster, more cost-effective and more efficient means). Therefore, the RIC will focus its efforts on areas where it believes innovation has the potential to help Region 10 work more efficiently and effectively to achieve environmental results. See attached draft list of potential ideas, actions, and projects RIC may consider in its work. Also attached and incorporated into the RIC Charter by reference is the document "Region 10 Innovation Philosophy", which broadly conceptualizes the working environment and innovation expectations the RIC is seeking to create and maintain throughout all of Region 10's activities.

**Purpose:** The purpose of the RIC is to bring greater focus to developing, testing and using innovative approaches by Region 10's programs in everyday work. RIC's initial (Phase One: "First Work", see below) emphasis will be on detecting, acknowledging and communicating innovative opportunities and activities occurring within Regional programs. In addition, RIC will promote the adoption of promising innovative approaches originating elsewhere (e.g., within EPA, state environmental agencies, etc.). Following the initial phase, the purpose of the RIC will transition to promoting cross-fertilization of successful innovations among Regional programs and extending those innovations to EPA's partners. Throughout its work, the RIC proposes to support innovation activities undertaken by Regional programs. Further, the RIC aims to translate EPA's National Innovation Strategy into Regional initiatives and communicate the Region's progress and accomplishments to HQ.

**Composition:** RIC membership will be held to 14 Regional representatives, as follows, and an undetermined number of external partners as the RIC considers helpful at any given time:

- ☐ Council Coordinator (CC)
- ☐ Regional Administrator (RA) & Deputy Regional Administrator (DRA)
- ☐ Executive Sponsor (ES - OEMI Director)
- ☐ Representatives (10) at-large from Region (5 professional & administrative staff [staff], 3 Unit Managers [UM] and 2 Office Directors [OD]; the UM and OD representatives will be selected from different Regional offices, and one of the OD representatives will be selected from an Office without Units (e.g., Operations Offices, OCEC).
- ☐ External Partners (as the RIC considers helpful at any given time; either as members or in some other role as the RIC may define and modify at will)

**Tenure:** With the exception of the CC, RA, DRA and ES, RIC representatives will serve on a rotational basis for a period of between one and two years. The RIC will establish a schedule for rotations that balances the need for continuity with the infusion of new members and fresh ideas.

**Participation:** Attendance at all meetings is expected and is projected to involve a commitment of two to four hours per month, including a 2-hour monthly meeting. As members represent the entire Region, the use of backups or surrogates is discouraged.

**Decision-Making Process:** RIC will strive for consensus. In the event that a decision will more broadly impact the Region or consensus cannot be reached, the RA and DRA will make the final decision. For more detail, refer to attached document "Decision-Making Process", which is incorporated into the RIC Charter by reference.

**General Activity & Process Profile:** RIC will employ a “process-light” approach, including:

- ☐ Monthly Meetings (2 hours)
- ☐ Quarterly Reports on Activities and Accomplishments to ET, Region and HQ
- ☐ Annual Innovation Report Card
- ☐ Arrange & Facilitate Program Support from OCEC and OEMI, as needed
- ☐ Arrange & Facilitate Innovation-Related Training/Learning Opportunities
- ☐ (Potential - Develop RIC Webpage as Communications Tool w/Region)
- ☐ (After Phase One - Develop and Implement Plan to Include External Parties)

**Phase One: “First Work”:** In an effort to constructively engage Regional Programs in a mix of innovation work of varying type, scale and complexity, the initial focus areas for the RIC are as follows:

- ☐ **Communicating the Innovation Message:** Design a communication network within and external to the Region to articulate and reinforce innovation values, activities and priorities. The intent is to support and encourage greater innovation at all levels in the organization by managing the expectation that innovation is everyone’s business and everyone is expected to be an environmental problem-solver.  
**Tasks:**     *Region 10 Innovation Philosophy* ✓  
                  *Decision-Making Process* ✓  
                  *Regional Innovation Council Charter* ✓  
                  *RIC intranet site* ☹  
                  *Strategy for Communicating RIC Innovation Goals, Purpose, Expectations to Region* ☹
- ☐ **Showcasing:** Immediately identify, select and acknowledge (e.g., monthly award, quarterly newsletter) regional innovations that exemplify innovation values (e.g., risk-taking, creative problem-solving, efficiency & effectiveness) via Office-by-Office surveys. The intent is to support wider adoption and use of innovative approaches.  
**Tasks:**     *Conceptualize & Implement Showcasing Strategy* ☹  
                  *Select Regional Innovations & Make Awards* ☹
- ☐ **Brokering Requests for Innovation Assistance:** There may be client-driven needs for innovation support in the pipeline that RIC needs to consider.  
**Tasks:**     *Determine If There Are Current Regional Innovation Efforts Needing RIC Attention* ☹  
                  *Conceptualize Methods The RIC Can Use To Support Regional Program Efforts* ☹
- ☐ **Identifying Targets of Opportunity for Innovation:** Identify and prioritize those areas of mainstream regional work that could benefit from the development and application of innovative approaches via Office-by-Office and external surveys. The intent is to improve environmental performance through greater innovation.  
**Tasks:**     *Determine Regional Work Needing Innovation* ☹  
                  *Conceptualize RIC Efforts To Implement Innovation Projects* ☹
- ☐ **Survey of Barriers to Innovation:** Identify barriers to innovation that exist both within the organization and across partnerships via internal and external surveys. The intent is to improve environmental results by removing innovation barriers.  
**Tasks:**     *Determine Regional Innovation Barriers* ☹  
                  *Conceptualize RIC Efforts To Remove Innovation Barriers* ☹

**Support to the RIC:** OEMI\* will provide the following support to the 2003 RIC:

- ☐ Serve as Executive Sponsor (Joyce Kelly)
- ☐ Serve as Council Coordinator (Bill Glasser)
- ☐ Provide Innovation Consulting/Coaching Services (Bill Glasser)
- ☐ Focal point for Innovations Strategy implementation activities
- ☐ Assist with research, education and training related to identified RIC needs or requests (Bill Glasser, Claire Schary)
- ☐ Consult on change and innovation projects as identified, including: Project Scoping and Change Process design; Design and Facilitate-Collaborative Efforts; Coaching

**\* To the extent practicable, these office support roles are unique with minimal overlap to conserve resources**

**Attachments:**

1. Draft List Of Potential Ideas, Actions & Projects RIC May Consider In Its Work, May 7, 2003
2. Region 10 Innovation Philosophy, April 10, 2004
3. Decision-Making Process, April 10, 2003

## **Draft List Of Potential Ideas, Actions & Projects**

### **RIC May Consider In Its Work**

**May 7, 2003\***

EPA Region 10's work involves protecting and restoring human health and the environment by preventing and reducing pollution and by cleaning up contaminated sites. With this way of thinking about our work in mind, some possible innovation pathways include:

- ☐ Developing more efficient work processes (less input per output)
- ☐ Improving program effectiveness (better outputs)
- ☐ Developing cost-effective, non-polluting or less polluting alternatives to the work processes of others (private and public sector) e.g. reduce, reuse, recycle and pollution prevention
- ☐ Building the interest/capacity of others to act as stewards (leveraging/partnership/education & outreach)
- ☐ Creating holistic (cross-media, cross-program, inter-agency, private/public, incentive-based) approaches to environmental challenges
- ☐ Finding linkages between outputs to outcomes

\* This is an initial list not reviewed or approved by the RIC, nor is it intended to be comprehensive or the best way of expressing possible innovation opportunities.